



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	II	Intake, Investigation and Response	
Chapter:	D	SPRU	4-1-2013
Subchapter:	2	SPRU Operations	
Issuance:	1000	LO Follow Up to SPRU Intervention	

Local Office Follow-Up to SPRU Intervention/Documentation of Work

Documenting Day Staff Follow-Up to SPRU Intervention 1-28-2013

The Worker/Supervisor (day staff) who is assigned the SPRU-initiated case for follow-up/investigation documents intervention in the NJS application. The Investigation Summary, DCF Form [2-1](#), or the Child Welfare Service Assessment Summary, DCF Form [3-1](#), completed by the assigned Worker, documents both SPRU intervention and day staff follow-up.

See [CP&P-III-C-6-100](#), Case Recording.

Processing/Distribution of SPRU Worker Response Report 1-28-2013

SPRU Worker response reports are documented in, and are thereby accessible through, NJ SPIRIT. The SPRU Worker approves his or her own work in NJS. The SPRU Worker submits his or her SPRU reports to the Local Office Intake Liaison for processing/case assignment. (For an active/open case, the Office Intake Liaison forwards the SPRU write up to the assigned Supervisor or a covering Supervisor. For a new case, or a reopened case, the Office Intake Liaison assigns the SPRU report/referral to the Intake Supervisor.)

SPRU Coordinators are responsible for the overall content of SPRU Worker response reports and supporting documents. Due to an often high volume of work submitted by SPRU staff (most SPRU operations have more than one SPRU Worker submitting reports), coupled with the need for timely assignment to day staff for follow up, as warranted, SPRU Coordinators review approximately five to ten per cent (5 - 10 %) of response reports submitted by SPRU Workers.

CP&P day Supervisors - assigned Supervisors, for open/active cases, Intake Supervisors for new/reopened cases - are responsible for reading the full contents of all SPRU Worker response reports before assigning them to day staff for follow-up, as warranted. The Supervisor directs any questions about report contents or SPRU

intervention to the SPRU Coordinator for clarification. The SPRU Coordinator contacts the individual SPRU Worker, as necessary. The Supervisor directs any screening questions to SCR.

New or re-opened cases that the SPRU Worker recommends be open/closed are carefully reviewed by the Intake Supervisor, to confirm that no further action is warranted by CP&P.

Finding Notification Letters 4-1-2013

SPRU Workers do not complete finding determination notification letters.

Day staff - the assigned CPS Investigator/Intake Worker or the Permanency Worker - is responsible for completing and concluding the investigation started by SPRU. Toward this end, the assigned Worker (day staff) is responsible for making required collateral contacts, as depicted in the Allegation-Based System, making the agency's investigation finding determination, confirming an Established or a Substantiated perpetrator, assessing/assuring child safety (entering the SDM safety assessment, CP&P Form [22-6](#), into the NJ SPIRIT application), and writing and sending the Division's finding notification letter, as applicable.

Likewise, for institutional abuse/neglect investigations assigned to SPRU after hours, the assigned IAIU Investigator - day staff - is responsible for completing the CPS-IAIU investigation, documenting interviews, submitting/completing out-of-home safety assessments, investigation conclusions, etc. in the NJS application (Investigation Summary, printable as DCF Form [2-1](#)), making the agency's investigation finding determination, confirming a perpetrator, and writing and sending IAIU's investigation finding determination notification letter(s). See list of letters in IAIU policy.

Forms Utilized by SPRU Staff

Forms List 1-28-2013

Here are the forms most commonly used by SPRU Workers:

- DCF Form [1-1](#), Screening Summary
- DCF Form [2-1](#), Investigation Summary (NJ SPIRIT form, to document the process and results when conducting a CPS investigation); complete for each CPS report assigned;
- DCF Form [3-1](#), CWS Assessment Summary (NJ SPIRIT form, to document the process and results when conducting a CWS assessment); complete for each CWS referral assigned;
- CP&P Form [5-25](#), Police Check

- CP&P Form [9-1](#), Registration Form (After-Hours Response)
- CP&P Form [9-24](#), SPRU Supervisor Log (Template)
- CP&P Form [9-26](#), SPRU Worker Case Summary Sheet
- CP&P Form [11-3](#), Pre-Placement/Re-Placement Assessment
- CP&P Form [11-4](#), Consent for Operation, Treatment or Examination
- CP&P Form [14-47](#), Notification - Child Placed in Protective Custody ("Hospital Hold")
- Parent's Handbook, CP&P Form [18-32](#) (and Spanish language version, CP&P Form [18-32\(S\)](#))
- Parent's Handbook, CP&P Form [18-33](#), A Guide for Parents: When Your Child is in Foster Care (and Spanish language version, CP&P Form [18-33\(S\)](#))
- CP&P Form [21-6](#), Notice of Emergency Removal Without Court Order ("DODD")
- CP&P Form [21-7](#), Request for Information
- CP&P Form [21-8](#), Certification of Documents
- CP&P Form [21-10](#), Critical Incident Report
- CP&P Form [21-16](#), Notice of Voluntary Revocation of Emergency Removal Without a Court Order
- CP&P Form [21-31](#), SAFE HAVEN Notice of Emergency Removal Without Court Order
- CP&P Form [22-5](#), New Jersey Child Safety Assessment in Resource Family Homes COVER SHEET
- CP&P Form [22-6](#), New Jersey Child Safety Assessment (Resource Homes) and, when completed, a Safety Protection Plan/service plan. See [CP&P-IV-A-2-100](#) and form instructions.
- CP&P Form [22-10](#), Congregate Care Questionnaire

- CP&P Form [22-22](#), Safety Assessment (In-Home Cases), and, when completed, a Safety Protection Plan (see [CP&P-III-B-6-600](#), Child Safety Assessment (In Home) and form instructions);
- CP&P Form [26-15](#), Authorization for Release of Information
- CP&P Form [26-52](#), Contact Sheet
- Forms related to out-of-home placement, kinship home emergency evaluations, etc., when removing and first placing or moving a child, [CP&P-IV-B-2-100](#).
- Affidavits for court, when necessary
- Other forms, as necessary and as required by the Area Director/Local Office Manager Responsible for SPRU (i.e., Local Office protocols)

SPRU Workers keep copies of these forms in their SPRU Kits. See [CP&P-II-C-2-700](#), The SPRU Response Kit. SPRU Workers issued tablets may complete these forms in the field, on line.